



# Transportation Security Officer (TSO) Airport Fact Sheet For **PVC** Provincetown, MA

## INTRODUCTION

Thank you for your interest in employment with the Transportation Security Administration (TSA). If you successfully complete the Transportation Security Officer (TSO) candidate evaluation process and are selected for a position, you will play a vital role in supporting the Department of Homeland Security (DHS) mission. This fact sheet conveys some of the unique operational requirements at **Provincetown Municipal Airport** that may impact TSO work schedules, as well as, other relevant information about this Airport location. General information about the TSO position can be found in the Job Opportunity Announcements posted on USAJOBS.gov.

## AIRPORT OVERVIEW

Provincetown Municipal is a Category III airport located at the end of Cape Cod, Massachusetts. This airport is for general use and by one commercial airline, Cape Air, which operates non-stop flights to Boston's Logan International Airport. Screening operations for passengers and baggage are located inside the terminal and may or may not be temperature controlled. Transportation Security Officers are required to interact with the public in a dignified and professional manner.

## WORK SCHEDULES

Since TSO work schedules are based upon the operational needs of the airport and may include non-traditional shifts, weekends, and holidays, virtually no flexibility is offered to accommodate other commitments or employment/academic schedules. However, under the Collective Bargaining Agreement, TSA does allow one way trades and shift trades to assist with schedules.

This airport is currently assessing candidates for schedules that could include 4-day, 10-hour schedules and 5-day, 8-hour rotations depending on the season. You may also be required to work as early as 05:00 hours (5 AM) and as late as 22:00 hours (10 PM). You will generally be required to work the same daily schedule; **but be aware that early, late, and weekend work may be required.**

TSA employees are considered emergency personnel and are expected to report for duty during inclement weather regardless of state and local restrictions on travel.

## CONTACT INFORMATION

If you have any questions, please contact the TSA HR Access Help Desk by phone at 1-877-872-7990 or by email at [HelpDesk@mailserver-hraccess.tsa.dhs.gov](mailto:HelpDesk@mailserver-hraccess.tsa.dhs.gov). If you are hearing impaired and require assistance, please call our TTY line at 1-877-872-7992.

## COMMUTER INFORMATION

Public transportation to Provincetown Municipal Airport is generally not available. TSA Employees can be assigned a code or pass for the keypad, by the Airport Manager, allowing access into the Airport from the employee parking lot.

## ACTIVE DUTY MILITARY

If you are on active duty military service, are a reservist, or are a member of the National Guard who has been called to active duty, you must either be discharged or on terminal leave pending separation or released from active duty under honorable conditions prior to beginning employment with TSA.

## COLLECTIVE BARGAINING AGREEMENT

This position is in the bargaining unit for which the American Federation of Government Employees (AFGE) is the exclusive representative. While membership is automatic, membership dues are elective and prorated.

## TRAINING & TRAVEL REQUIREMENTS

Employment is contingent upon successfully completing the required training period and initial certification testing.

There will be an initial week of orientation at Provincetown Municipal Airport, followed by 4 weeks of required training at the combined locations of the Chelsea Training Center, the Federal Law Enforcement Training Center (as of Jan 2016), Logan Airport, and Provincetown Municipal Airport, followed by 81 to 130 hrs. of On-the-Job Training, depending on required certifications... Training is on a full-time schedule during these first weeks of training. There will be a mixed schedule that would include days with 5-9 hours of duty per day. Please refer to the local FAQ for the training schedule and accommodations information.

## BENEFITS

Federal employees working full-time or part-time are eligible for federal benefits and retirement once eligibility requirements are met. Health insurance is offered through the Federal Employees Health Benefits (FEHB) program. The health benefit program has many plans to choose from and all at group rates, which can be paid for with pre-tax income.

Newly hired federal employees are automatically covered under the Federal Employees Group Life Insurance (FEGLI) program. The life insurance value is based on the employee's salary and whether Optional insurance is elected. Other benefit programs available include the Thrift Savings Plan, Federal Flexible Spending Account, Federal Long Term Care Insurance, Federal Dental, Vision coverage, and the Employee Benevolent Fund. Federal employees also earn leave to be used for vacation or illness. If offered a position with TSA, you should make sure that you ask for and receive a full explanation of the benefits you are eligible for and timeframes for electing coverage, before accepting a job offer.

## TSO DRESS AND APPEARANCE RESPONSIBILITIES

TSO uniforms are provided to employees by the agency. Employees must comply with a personal appearance standard that places restrictions on certain accessories and grooming while in uniform. This includes: eyewear, jewelry, facial hair, hair, makeup, tattoos, and fingernails, as well as, the use of chewing gum, tobacco, and personal electronic devices.

## DUAL FEDERAL EMPLOYMENT RESTRICTION

TSA has a strict policy governing dual Federal employment that limits the number of hours that an employee can work to 40 hours or less per week. Only specific positions within the U.S. Postal Service, the U.S. Census Bureau, the National Oceanic and Atmospheric Administration, the U.S. Office of Personnel Management, and the Government of the District of Columbia qualify for an exception to this 40 hour limitation. In addition, dual employment cannot conflict with your official TSA duties, nor can it affect your fitness for duty or ability to report to work on time. Since TSA would be considered the primary employer for the purposes of scheduling work, assigning shifts, scheduling training, approving leave, etc., it is incumbent upon the employee to resolve any scheduling conflicts with the other Federal agency.



**Transportation  
Security  
Administration**

### Mission:

*Protect the Nation's transportation systems to ensure freedom of movement for people and commerce.*

### Vision:

*Provide the most effective transportation security in the most efficient way as a high performing counterterrorism organization.*

### Core Values:

*To enhance mission performance and achieve our shared goals, we are committed to promoting a culture founded on these values:*

*Integrity  
Innovation  
Team Spirit*

### LOCAL AIRPORT CONTACT INFORMATION:

TSA Recruitment and Assessment Center  
BOS\_Assessment@tsa.dhs.gov

Boston Office:  
Building 11 (MA State Police Troop F)  
2 Service Road, 3<sup>rd</sup> Floor, Room 330A  
East Boston, MA 02128  
617-561-2045/2058  
Monday-Friday, 08:30-15:30

Hyannis Office:  
480 Barnstable Road  
Hyannis, MA 02601  
508-775-3961  
Wednesday-Thursday, 09:00-14:00